



INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS



## Request For Proposals

Tech Prep Grants 2009 - 2010  
PLTW Continuation Grant Proposal



The Carl D. Perkins Career and Technical Education Improvement Act of 2006

2009 - 2010 Indiana Career and Technical Education

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To: Area Vocational Directors

From: Teresa Voors, Commissioner  
Indiana Department of Workforce Development

Re: The Carl D. Perkins Career and Technical Education Improvement  
Act of 2006 - 2009/10 PLTW Continuation Grant Proposals

Date: February 20, 2009

The Indiana Department Workforce Development (DWD) is pleased to announce the availability of federal Tech Prep funds to Indiana Area Vocational Directors (AVDs). The purpose of this Request for Proposal (RFP) is to solicit proposals from Consortia comprised of area vocational districts, secondary and postsecondary institutions, and business and employer partners for the implementation of Tech Prep projects that meet the requirements outlined in The Carl D. Perkins Career and Technical Education Improvement Act of 2006.

Included in these efforts are projects that will prepare students for educational and employment demands of the 21<sup>st</sup> Century. When combined with rigorous academic curricula, this combination of career and technical education will prepare students for a successful postsecondary transition and, further, students who are well prepared for postsecondary education and employment.

The attached RFP provides detailed information to apply for these funds. All eligible recipients are encouraged to review this RFP and apply for participation in this program. For additional information, please contact Fannie Cox at 317-232-7355 or at [fcx@dwd.in.gov](mailto:fcx@dwd.in.gov).

Attachment

## Executive Summary

The purpose of this announcement is to provide funding to local Consortia, led by area Vocational Directors, for specific Tech Prep projects that meet the Perkins' IV definition of Career and Technical Education (CTE). All Tech Prep Programs must:

- Be carried out under an articulation agreement between all members of the consortium;
- Consist of at least two years of secondary and 2 years of postsecondary education;
- Utilize work-based and worksite learning experiences, where possible;
- Lead to technical skill proficiency, an industry-recognized credential or a degree in a specific career field;
- Lead to placement in high-skill or high-wage employment or further education;
- Utilize CTE Programs of Study whenever practical;
- Meet the academic standards set by the State of Indiana;
- Link secondary and postsecondary education institutions through articulation agreements, dual enrollment and work-based learning experiences;
- Use educational technology and distance learning, as appropriate, to more fully involve all consortia participants;
- Include professional development for teachers, faculty, administrators and counselors;
- Provide equal access to special populations;
- Provide for preparatory services to assist Tech Prep participants;
- Coordinate with activities conducted under the Basic State Grant.

While it is anticipated that sites will receive funding for all four (4) years, the site must meet specific implementation targets in order to receive the successive year's award. The DWD reserves the right not to renew an award if PLTW and DWD targets are not being met. These include, but are not limited to:

- Offering an additional PLTW course each year of the grant program until at least three courses are available for students to enroll.
- Conducting the PLTW end-of-course assessment for each course offered;
- Submission of the end-of-course assessment data to the PLTW national data assessment group, True Outcomes;
- Completion or the attempted completion of the PLTW certification process, conducted by Purdue University, by the conclusion of the second (2<sup>nd</sup>) year of the program;
- Accurate and timely submission of enrollment and performance data via INTERS (Indiana Technical Education Reporting System) of the DWD.

It is the intent of the DWD to fund Tech Prep projects for four (4) years at the secondary level. By the conclusion of the fourth year of transformation, it is expected that schools will produce outcomes for students that include:

- Improved graduation rates
- Improved attendance
- Improved college going rate (2 year and 4 year)
- Fewer discipline problems
- Increased attainment of dual credits
- Provide technical preparation in a career field
- Less postsecondary remediation
- Increased rates of postsecondary education in STEM-related fields

### **Proposal Timeline**

February 20, 2009	Availability of funding announced
March 20, 2009	Proposals due to DWD/CTE
April 17, 2009	Award notifications
July 1, 2009	Grant Start Date
December 31, 2009	Progress Narrative due to IWD/CTE
May 14, 2010	Second Progress Narrative due to IWD/CTE
	Signed Articulation Agreement
June 30, 2010	Grant End Date
August 13, 2009	Close-out Packet due to Grant Accounting

### **Grant period**

The grant period is 12 months and will begin on July 1, 2009 or completion of the State signature process, whichever comes later, and end on June 30, 2010.

### **Award Amount**

The award amount for PLTW Pre-engineering Continuation grants is \$15,000 for years two (2) through four (4). For PLTW Biomedical Sciences Continuation grants, the amount is \$20,000 for Year 2, \$15,000 for year three (3) and, \$10,000 for year four (4).

### **Award Notification**

Notification of awards in the amount will be emailed on or before April 17, 2009.

### **Use of Funding**

Each proposal must detail costs of each item and how calculated. Use of funds is consistent with legislation outlined in the Perkins Act of 2006.

Funds may be used in the following ways for secondary and postsecondary recipients. Costs must be broken down by cost per unit, where applicable, and include the final calculation of final costs.

- Administration – not more than 5% of total amount requested
- Salaries/benefits: i.e., stipends for professional development, common planning time for teachers and faculty. It is strongly recommended that not more than 50% of the budgeted amount is spent on this line item;
- Contract services – may include consultants, stipends, software lease, etc.

- Materials and supplies – breakdown requested items by cost, number to be purchased and total.
- Equipment – breakdown requested items by cost, number to be purchased, and total.
- Professional development – i.e., conference and registration fees,
- Travel – State travel guidelines must be followed when calculating travel, meals, and lodging:
  - mileage is calculated at the rate of \$.44/mile;
  - in-state hotel rate if \$89; \$93 for Indianapolis, plus tax maximum. Out-of-state rate is at best available rate.
  - In-state per meal diem is \$26/day (\$6.50 for breakfast and lunch and \$13.00 for dinner);
  - Out-of-state meal per diem is \$32/day (\$8.50 for breakfast and lunch and \$16.00 for dinner).

**Non-allowable uses include the following:**

- Student expenses or direct assistance to students, i.e., pens, pencils, t-shirts, bags, tuition, fees, books
- Capital expenditures
- Furniture, including desks, tables, cabinets
- Entertainment
- Awards and memorabilia
- Individual memberships, including memberships or anything relating to lobbying
- Magazine subscriptions
- Fines and penalties
- General advertising, advertising/recruitment campaign, fundraising
- Car rental
- Expenses that supplant
- Consumable materials and supplies
- Contributions and donations
- General administration apart from program administration

**Grant Proposal Format**

All proposals must be submitted on standard 8.5 x 11 paper and organized in the following format and contain all listed items in the order indicated below.

Proposals should not be more than **8** typed pages, **excluding** appendices. Proposals must be 12 point type font, with 1.5 line spacing, minimum of 1 inch margins, printed on one side only.

- a. Cover Page
- b. Program Narrative
- c. Course Sequence
- d. Budget Narrative
- e. Budget Form
- f. Signed Consortium Agreement
- g. Articulation Agreement

**Grant Proposal Review**

A review committee consisting of DWD/Career and Technical Education (DWD/CTE) staff and its stakeholders will evaluate proposals. Reviewers will assign numerical scores and prepare comments. To receive funding, a proposal must receive a score of 70 out of 100 points. No appeals process is in place. Recommendations are final.

**Proposal submission**

Six un-bound copies of the proposal are due by the close of business on Friday, March 20, 2009. These should be mailed to the address as indicated below. Fax or email copies will not be accepted as official applications.

Jessica Stevens  
Indiana Department of Workforce Development  
10 North Senate Avenue, SE203  
Indianapolis, IN 46204

## **Grant Selection Criteria**

### **Tech Prep “PLTW Continuation” Grant Proposal**

Schools that have one or more years of PLTW Pre-engineering or Biomedical Sciences course implementation may pursue this funding stream. The implementation period for this RFP is three years, Years 2, 3 and 4.

#### **Minimum Requirements**

The successful applicant's plan will demonstrate a commitment and readiness to implement an aligned sequence of courses that comprises a program for effective knowledge and skill development training, employment preparation, and postsecondary study in the field of engineering, engineering technology or bio-medical sciences.

#### **1. Program Narrative**

**80 Points**

The Program Narrative for the Continuation Grant period is the most important part of the application because it a summary of the progress to date and the details of what will be accomplished during the coming grant period. Do not repeat details that may have been provided in semi-annual reports; instead highlight major outcomes and accomplishments.

##### **A. Progress-to-Date**

**30 Points**

In this section, the applicant should include a summary of progress-to-date on the major objectives contained in the previous year's grant application. If progress has not been made in line with the previous year's plan, please explain why. A bulleted format response to the following is preferred.

- a. Course title, CIP Code, student outcomes
- b. Course sequence
- c. Number of students enrolled, grade level, gender.
- d. Number of students concurrently enrolled in math and science; identify courses, include CIP Code; postsecondary coursework;
- e. Actual Outcomes when compared to goals and degree to which met. This narrative should include, but is not limited to student outcomes (i.e., external learning opportunities, skill attainment, credit attainment), teacher certification status, site certification and when obtained;
- f. Evaluation – describes assessment instruments used, shows how evaluation will be used for program improvement.
- g. Provide a copy of the Articulation agreement



**B. Proposal for the 2009/2010 Grant Period****50 Points**

In this section, the applicant must clearly outline its objectives for the upcoming grant period. A bulleted format response to the following is preferred:

- a. Course title; description, CIP Code, student outcomes
- b. Anticipated enrollment: grade level, gender; number of students from previous course;
- c. Number of students concurrently enrolled in math, science courses, CIP codes;
- d. Number who intend to finish the secondary level pathway sequence;
- e. Number who plan to attend postsecondary and enroll in same pathway;
- f. Discuss plan to fulfill the national PLTW mission and activity requirements;
- g. Describe new/on-going external learning opportunities for students and expected proficiency levels;
- h. Provide a course sequence – secondary to postsecondary
- i. Discuss professional development plan – staff, administrators, counselors;
- j. Discuss community/partnership support of project; its role in program's success;
- k. Discuss how data will be used for program improvement processes;
- l. Discuss plan for granting of dual credit to students;
- m. Discuss recruitment and retention plan;
- n. Discuss challenges of sustaining program.

**2. Budget Narrative****10 Points**

All proposals should include a narrative which clearly delineates how funds will be used to support the program implementation.

**3. Budget Form****10 Points**

All proposals should include a Budget form indicating total costs of goods and services to be acquired by the project.